

State of California
DUTY STATEMENT

Department of State Hospitals

MSH3002 (New. 9/26/20)

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval FA		Date 9/14/2021
Employee Name		Division Department of State Hospital- Metropolitan		
Position No / Agency-Unit-Class-Serial 487-483-8297-902		Unit Medical Services		
Class Title Public Health Nurse I (Forensic Facility)		Location Medical Services		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R17	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under supervision, performs public health nursing services and infection prevention and control in state facility. Assist with the surveillance and control of communicable diseases; assist with epidemiological investigations and in teaching patients; keep records; analyze data; prepares reports and disseminate information to various consumers

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45 %	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Conduct surveillance and recording of infection (COVID-19, C-Difficile, Pneumonia, scabies, etc.) by detection, monitoring and recording of hospital acquired infections (HAI)/nosocomial infections to include tracking and tracing efforts for all departments identified. Review patients' radiological reports and lab reports related to infectious disease.</p> <p>Ensures that sources of infections are isolated to limit the spread of infectious organism in Skilled Nursing Facility and other areas of the hospital</p> <p>Collects and reviews HAI data and develop goals for the reduction as indicated (respiratory infections, urinary tract infections, CLABSI, MDROs)</p> <p>Maintain records/database on communicable diseases (hepatitis, tuberculosis, HIV, STD (syphilis, gonorrhea, chlamydia).</p> <p>Investigate and follow up on suspected or active cases of communicable diseases. Notifies local health department.</p> <p>Promotes transmission-based precautions and outbreak management (contact, droplet and airborne).</p> <p>Conducts outbreak investigations which includes what constitute an outbreak</p> <p>Coordinates evaluation in Medical Clinics by the Public Health Physician/Chief Physician of patients with positive Hep C, HIV, and reactive RPR</p>

25 %	<p>Notifies local health departments of all identified reportable diseases per Title 17. Completes California Morbidity Reports (CMR) and AIDS Case Reports as required.</p> <p>Work with the local Public Health Department (PHD) and other agencies as needed on public health/infection prevention and control issues relevant to employees and patients.</p> <p>Monitor the Tuberculosis screening program for patients and healthcare personnel, vaccines, respirator fit testing, post exposure management.</p> <p>Ensure compliance with regulations for Blood Borne Pathogens and Airborne Transmissible Disease standards</p> <p>Formulates monthly patient & employee Tuberculosis, HIV and Hepatitis Report for County Health agency</p> <p>Formulates quarterly patient & employee Tuberculosis, HIV testing, Influenza Testing Report for the Department of State Hospitals (DSH)</p> <p>Evaluate effectiveness of infection prevention and control program</p> <p>Assists with the development of risks assessments, Infection Control Plan and annual reports.</p> <p>Collaborates with Standards Compliance for communicable disease reporting</p> <p>As a member of the Environment of Care Team, makes routine rounds to all areas of the hospital to identify unsafe and unsanitary conditions.</p> <p>Conducts and ensure completion of adherence audits regarding implementation and compliance with infection prevention and control policies.</p> <p>Monitor compliance with hand hygiene and precaution policies</p> <p>Monitor environmental cleaning, medical equipment cleaning & disinfectant, linen management</p> <p>Patients Annual TST, log, record, and tracking</p>
15%	<p>Participates in multidisciplinary efforts to achieve compliance to standards relating to public health, infection prevention and control in order to maintain The Joint Commission accreditation, CMS regulations and all other federal and state regulations.</p> <p>Attends monthly Infection Control Committee meetings</p> <p>Assists the Infection Control Committee Chairperson in the identification of appropriate agenda items. Provide infection prevention report with program evaluation to Infection Control Committee (include goal achievements and concerns).</p> <p>Regularly attends Infection Control Policy Review Subcommittee monthly meetings, statewide quarterly Public Health meetings, monthly EOC/Safety Committee meetings, weekly Nurse Executive Committee meetings</p> <p>Collaborates with the interdisciplinary team regarding the development of standards and policies</p> <p>Participates in the Antibiotic Stewardship program. Collaborates with the Public Health Physician and Infection Control Committee to identify issues related to antibiotic use. Track issues until they are resolved</p>
10%	<p>Supplies information and material concerning public health, infection prevention and control to all areas of the facility.</p> <p>Is available upon request to all areas of the hospital to answer questions and make recommendations for infection prevention and control.</p> <p>Implement infection prevention/control education programs; train staff members on implementation of infection prevention strategies.</p> <p>Engage patients and staff in Infection prevention and control issues.</p> <p>Acts as resource regarding isolation policies and procedures, immunizations and infection prevention/control.</p> <p>Train and monitor the use of appropriate PPEs</p> <p>Discuss and monitor infection prevention strategies with employees</p> <p>Support and participate in the quality improvement process</p>

MARGINAL FUNCTIONS

Participates in subcommittee meetings and or special projects.
Review food safety policies in conjunction with dietary.

5 %

All other duties and special projects as assigned consistent with this classification.

Other
Information

SUPERVISION RECEIVED

Supervised administratively by the Chief Physician and Surgeon

SUPERVISION EXERCISED

N/A

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, methods, and procedures of nursing as applied in public health practice, and of preventive medicine; causes and means of transmission and the methods of control of communicable diseases, including tuberculosis and venereal disease; procedures involved in promoting maternal and child health and in decreasing infant, child, and maternal mortality; essential diagnostic and therapeutic problems involved in the control of communicable diseases, including tuberculosis and venereal disease; principles and purposes of public health programs, sociological problems of disabled and crippled children and other afflicted persons and of those accompanying the occurrence of tuberculosis, venereal disease, and chronic diseases; principles of mental health.

ABILITY TO:

Work effectively with individuals and families and assist them in satisfactory solution of health problems; establish and maintain cooperative relations with public and private, social and health agencies; analyze situations accurately and take effective Action; speak and write effectively.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Participates in the planning, implementing and monitoring of essential function and projects in Public Health Services
- Participates in the strategic planning and implementation of the hospital wide Infection Prevention and Control Program.
- Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries
- Conduct infection prevention and control audits
- Attend committees assigned
- Assume responsibility for self-education by reviewing current literature, attends workshops, seminars and professional practice groups.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Maintain the ability to utilize a computer to perform miscellaneous word processing, data entry and internet informational searches
- Maintain knowledge in communicable disease transmission and strategies in the prevention and control of such.

LICENSE OR CERTIFICATION –

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employee in this position must:

- Possess a valid license as a Registered Nurse and a certificate as a public health nurse in the State of California.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date